



EPA REGION 6 INSPECTION REPORT TEMPLATE

FRS #:	{9 digit FRS #}	Inspection Date:	{mmm dd-dd, yy}
AFS #:	{Ex: 22/033/00021}		
Type of inspection:	Clean Air Act, Full Compliance Evaluation		
Company Name:	{COMPANY NAME all caps}		
Facility Name:	{FACILITY NAME all caps}		
Physical Location:	{Street address}		
	{City, State Zip}		
Mailing Address:	{Mailing address, Ex: P.O. Box nnnn}		
	{City, State Zip}		
County/Parish:	{Ex: East Baton Rouge Parish}	Reg. Programs:	{Ex: SIP, Title V, CFC}
SIC Code:	{4 digit code}		
Facility Representatives:	{name}	{title}	{phone nbr}
	{name}	{title}	{phone nbr}
	{name}	{title}	{phone nbr}
	{name}	{title}	{phone nbr}
	{name}	{title}	{phone nbr}
EPA Inspectors:	{name}	{Ex: 6EN-ASH}	{title}
	{name}	{Ex: 6EN-ASH}	{title}
State Inspectors:	{name}	{office info}	{title}
Enforcement Officer:	{Enf officer name}, {Enf officer title}		(Date)
EPA Inspector:	{Lead inspector name}, {Lead inspector title}		(Date)
Reviewed By:	{Peer reviewer name}, {Peer Reviewer title}		(Date)

Executive Summary:

This inspection report is comprised of three sections:

- **Section I – Introduction** includes the following topics:
 - purpose of the inspection,
 - facility description,
- **Section II – Observations** detail the observations of the inspectors during this inspection
- **Section IV - Areas of Concern.** The issues stated in Section III in this report were identified during the time of this inspection and do not preclude any further enforcement document review, legal review or further enforcement action.

Areas of concern (abbreviated):

1. {Each of the Areas of Concern from the end of the report will be summarized here}

Section I - INTRODUCTION

PURPOSE OF THE INSPECTION

Include text with the following information:

- *Type of inspection (FCE, PCE, Title V, NSPS, NESHAP, PSD/NSR, Follow-up)*
- *What prompted the inspection?*
- *Documentation of presentation of credentials, including names/titles*
- *Media and State/Local Agencies Involved*

EPA Region 6 inspectors {enter name(s)} arrived at the {Company Name} {Facility Name} at {Entry time} on {Entry date} for an {announced/unannounced} inspection. We met with {name(s)/titles of company representatives at the Opening Conference}. I presented my credentials to {responsible official's name} and informed him that this was an EPA inspection to {enter purpose of inspection; Ex: determine compliance with the facility's Title V Air Permit and the Clean Air Act}. The scope of the inspection is {enter scope; Ex: a full compliance evaluation (FCE) and includes evaluation of the compliance of the facility with its Title V operating permit, Louisiana State Implementation Plan (SIP) regulations, and chlorofluorocarbon (CFC) regulations (40 CFR Subpart 82 – Protection of Stratospheric Ozone)}. [For RMP inspections, include language about an employee representative being invited to participate in the inspection.]

FACILITY DESCRIPTION

A brief paragraph that contains the following information:

- *Site Information (directions, manned or unmanned facility, special cases)*
- *No. of employees*
- *Operation hours*
- *Very general description of processes, capacity, and products*

Section II - OBSERVATIONS

This section should be written as clearly and concisely as possible,

- *Observations should be organized by regulation or by process unit with subheadings to enable easy reading.*
- *They should be written in the first person.*
- *They should include not only the problematic observations, but also observations where the facility appears to be doing a good job.*
- *This section should be limited to a maximum of 8 pages. In some cases, detailed observations should be summarized in this section, while the detailed observations may be included in appendices*
- *Whenever possible, use summary tables to clearly depict data.*
- *Reference photos and videos (**we are checking whether or not these will be posted to the web **)*

Section III – AREAS OF CONCERN

This section should summarize the inspection's findings.

- *Observations should be organized by regulation or by process unit with subheadings to enable easy reading.*

Section IV – FOLLOW UP

This section is optional. It can contain additional areas of concern found in subsequent document review post-inspection. It can also contain actions taken by the facility since the inspection.